



SCHOOL *for the* Deaf & Blind

giving kids the building blocks to independence

3911 Central Avenue
Great Falls, Montana 59405
406.771.6000 V/TTY
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www.msdb.mt.gov

DEPARTMENT: Montana School for the Deaf and the Blind
DIVISION: General Services
JOB TITLE: Maintenance Worker II
DATE POSTED: December 14, 2009
START DATE: January 18, 2010
STARTING SALARY: \$9.664 per hour
LOCATION OF JOB: Montana School for the Deaf and the Blind
SUPPLEMENT REQUIRED: No
STATUS: Full Time/Permanent
PAY BAND: 3
POSITION NUMBER: 51300203
BARGAINING UNIT: UFCW #8
CLOSING DATE: January 8, 2010 or until filled

TYPICAL DUTIES:

Duties include cleaning the main school building inclusive of offices, classrooms, activity rooms, library, and bathrooms. Other responsibilities include cleaning the central dining room, kitchen and bathrooms located in the central dining room. The Maintenance Worker will empty waste bins located in classrooms, offices, bathrooms, central dining room and in the school's gymnasium; perform grounds maintenance; and other duties as assigned by the Maintenance Foreman or Business Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to follow written and verbal instructions. Knowledge of commercial cleaning supplies and their proper application. Applicant must possess a valid State of Montana driver's license. Ability to use and/or learn to use commercial cleaning equipment.

EDUCATION AND EXPERIENCE:

One year cleaning experience working in a school or commercial setting.

BENEFITS:

Full insurance package

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact SCHOOL FOR THE DEAF & BLIND using the information provided above. TTY users may call the TTY number if available or use the relay service by dialing 711-253-4091.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or

social security card along with a driver's license or other picture I.D., a United States passport, a Permanent Resident Card or an Alien Registration Card (Green Card).

SPECIAL INFORMATION: *MSDB IS A RESIDENTIAL SCHOOL FOR CHILDREN.* Grades encompassed in this program include elementary, middle school, and high school levels. The schedule may also be adjusted temporarily or permanently for reasons such as training, meetings, student needs, agency needs, emergencies, etc.

This agency has been declared a non-smoking environment extending to the entire campus; there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with this agency, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint-based national criminal history background check conducted by the Federal Bureau of Investigation prior to consideration of the recommendation for employment. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 12/93). Portions of the application may be photocopied if legible.
2. Letters of reference from previous three employers (3 letters of reference).
3. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
4. Signed and dated Applicant Release of Information form.

APPLICATION DEADLINE: Applications may be returned to the Great Falls Job Service or to the Montana School for the Deaf and the Blind by January 8, 2010.

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Students, parents, employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the School Compliance Officer and Title IX/EEO Coordinator, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000.